

23 JUL 1976

MEMORANDUM FOR: Chief, DDA Plans Staff

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Fighting Inflation and Reducing Daily
Operating Costs

REFERENCE : Memo to DDA Office Heads fr DDA dtd
3 Jun 76, same subject

As requested by the referent memorandum, listed below are the savings by established category for FY 1976:

GROUP I:

a. With the implementation of the single personnel ceiling effective 1 July 1975, Contract Personnel Division no longer prepares on-duty strength reports of contract employees. Estimated savings for FY 1976 amounted to \$1,200.

b. The revision of forms relating to the Consolidated Fund Campaign has resulted in savings in excess of \$7,900.

c. Processing of travel accountings of Summer Intern and Co-op employees in Central Processing Branch has resulted in savings of \$900.

d. Removal of one telephone determined to be excess to the needs of Benefits and Services Division resulted in savings of \$189.

e. Saved clerical time through consolidation of Transmittal Manifests forwarding settlement of insurance claims forms and premium notices to the field -- \$275.

f. Reduction in the number of Summer-Only briefings by the Office of Security enabled the employees to report to offices on EOD day with an estimated savings of \$300.

g. Elimination of domestic and overseas TDY's for PMCD surveys during the current period resulted in a savings of \$10,000.

h. All employees have made an effort to reduce daily operating costs by keeping copies to the minimum, using two-sided copies whenever possible, consolidating documents to save safe space, reducing envelopes used by mailing unclassified material without envelopes and using the self-stick labels. Actual savings are unknown.

20,764

GROUP II:

a. The savings as outlined in Group I.

b. Restructuring of the Central Emergency and Locator System (CEMLOC) procedures will achieve savings of about \$2,200 per year.

GROUP III:

The planned move of OP components from Chamber of Commerce Building to Ames Building may result in savings of time and travel costs of classifiers because of more personnel being assigned to the Ames Building than Chamber of Commerce.

[Redacted Signature Box]

F. W. M. Janney

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